



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 15
APO AE 09630

IMEU-VIC-PW

08 JUN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-43, Vicenza Air Conditioning Policy (DPW)

1. Due to an extreme shortage of funding throughout IMA-Europe, the following policy is effective immediately. The intent of this policy is to save money on electric usage as well as operational funds for contracted services and maintenance.
2. During duty hours, 0800-1700, **ALL** air conditioners will be set no lower than **78 degrees Fahrenheit (F) or 25 degrees Celsius (C)**. DPW personnel will adjust the thermostat on central air conditioners when the unit is brought on line. No one else is authorized to adjust the thermostat. Central air conditioners will periodically run after duty hours.
3. Split type air conditioners which are operator controlled must be set at 78 degrees F or 25 degrees C and must be turned off after duty hours.
4. Take extra care with cooling units and perform operator maintenance. FY06 budget constraints prevent DPW personnel from maintaining or fixing inoperable air conditioners this cooling season.
5. Every leader and supervisor in the chain of command is responsible for enforcing these measures. DPW personnel and MPs will monitor offices and air conditioners during and after duty hours.
6. Air conditioners found operating outside of these limits, with thermometer set lower, with doors and/or windows open while running or running after duty hours, will be reported to the SETAF Chief of Staff.
7. POC for this memorandum is Mr. Kambiz Razzaghi, Director of Public Works, DSN 634-7606.

for Angela D. Haynes LTC, TC, XO
VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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